



Event Permit Application

Parades, Temporary Events & Special Events

811 Texas Ave. El Paso, TX 79901. 915-212-1506.

SpecialEvents@elpasotexas.gov www.elpasotexas.gov/SpecialEvents



Application Type (Office Only): ☐ Parade ☐ Temporary Event ☐ Special Event CASE: CSEV

1 APPLICANT INFORMATION

Name of Organization:

Address: City/State/Zip:

Work Phone:

2 CONTACT INFORMATION

Name: Cell:

Email: Preferred Language: ☐ English ☐ Español

3 EVENT INFORMATION

Official Name of the Event:

Event Type: ☐ Parade ☐ Procession ☐ Run/Walk ☐ Bike Race
☐ March ☐ Bazaar ☐ Carnival ☐ Block Party
☐ Celebration ☐ Street Dance ☐ Street Display ☐ Other

Purpose of Event: ☐ Fundraiser ☐ Community/Neighborhood Activity ☐ School Activity
☐ Religious Activity ☐ Other (Explain):

Target Audience: ☐ Children ☐ Teens ☐ Families ☐ 18 and Over ☐ 21 and Over

Does the event route or footprint cross or take place near railroad property? ☐ Yes ☐ No

Are you using a park? ☐ Yes ☐ No If yes, which one?

Are you using a building next to your event footprint? ☐ Yes ☐ No

If yes, what is the address?

*Parades Only- Location Assembly (where do participants start):

Route or Event Location Description (attach an extra sheet of paper if necessary):

How will parade participants be released? ☐ All at Once ☐ In waves/groups

4 EVENT TIMES AND TRAFFIC CONTROL

TRAFFIC CONTROL:

Times the Street will be Closed
Including Set-up and Clean-up

EVENT TIMES:

Entire Event Duration Times

TRAFFIC MONITORING:

Times you Need Presence of
Police Officers on the Street

Traffic Control	Date	Time	Event Times	Date	Time	Monitoring	Date	Time
Start:			Start:			Start:		
End:			End:			End:		

MULTIPLE DATE BREAKDOWN

Date	Time Start	Time End	Date	Time Start	Time End

5 EXPECTED EVENT ATTENDANCE

Number of Participants/Spectators/Attendees: Event Staff/Volunteers:

Vehicles: Other (specify): Total Number of People Expected:

6 EVENT CLEANUP

Method of Street/Right-of-Way/Park Cleaning: ☐ Applicant ☐ City Cleaning Services
☐ Downtown Management District
☐ 3rd Party Professional Services: _____

On-Site Responsible Party for Cleanup: _____
Cell: _____ Cleaning and Sanitation Plan Description: _____

*The El Paso City Code requires applicants to clean the street, sidewalks, parks and other rights-of-way from all event litter and debris. In the event that the areas are not cleaned by the applicants, the City may perform such cleaning at a cost to the applicant. Arrangements may be made in advance to perform the cleaning, at a cost, by requesting the services below.

If requesting City Cleaning Services **type of cleaning requested:** _____

*In the event that the City is unable to perform the requested street, sidewalk, and right-of-way cleaning services, the Applicant will be notified. Such notices do not relieve the Applicant of obligation under the El Paso City Code to keep the event areas clean of all litter and debris, whether caused by the Applicant, participants, or spectators to the event.

7 ALCOHOL SALES AND CONSUMPTION

Insurance and other provisions may be required when serving, consuming or selling alcohol. All alcohol sales require a TABC License.

Will alcoholic beverages be sold, served or consumed at the event? ☐ Yes ☐ No

Will alcoholic beverages be sold, served or consumed in a City Park? ☐ Yes ☐ No

Will alcoholic beverages be sold, served or consumed on City Right-of-Way? ☐ Yes ☐ No

FOR ALCOHOL SALES ONLY - Trade Name of TABC License Applicant: _____

8 TRAFFIC CONTROL PLAN *Not Applicable for Parade Applications

Barricade Company: _____ Alley Affected: ☐ Yes ☐ No
Description of Closure (Street, Lane, Sidewalk, etc.): _____

9 POLICE AND SECURITY

Parades Only: Will someone other than the El Paso Police Department conduct traffic enforcement services?
☐ Yes ☐ No If yes, what office or organization: _____

The office or organization must submit a signed letter on department letterhead indicating that they will be providing traffic enforcement services.

Are you hiring security guards? ☐ Yes ☐ No Number of Guards: _____

Security Company: _____

Contact Person: _____

Address: _____ City/State/Zip: _____

Work Phone: _____ Cell: _____ Email: _____

10 PARKING METERS

All parking meters requested for exclusive use will be bagged at 6 a.m. on the start date selected. *Additional fees may apply.*

Do you need Parking Meters **within the event footprint** to be bagged for exclusive use? ☐ Yes ☐ No

Do you need Parking Meters **outside the event footprint** to be bagged for exclusive use? ☐ Yes ☐ No

Start date of exclusive use for parking meters: _____

End date for exclusive use of parking meters: _____

Total number of days: _____ Meter Numbers: _____

From Street: _____ To Street: _____

From Street: _____ To Street: _____

11 FIRE AND SAFETY

All temporary fencing, barriers and temporary structures must be detailed on the site plan. A public safety plan, crowd managers and/or fire guard may be required and must be approved by EPFD.

Will temporary fences or barriers be erected? ☐ Yes ☐ No

Will temporary membrane structures be erected (tents, canopies)? ☐ Yes ☐ No

Will stages or other structures be erected? ☐ Yes ☐ No

Quantity and Size of Structure(s): _____

Description/Purpose of Structure(s): _____

How will you supply electrical power to your event? _____

Will compressed gasses be used? ☐ Yes ☐ No (If Yes) Flame Type: ☐ Cooking ☐ Display/Ceremonial

Will the event feature or utilize fireworks/pyrotechnics? ☐ Yes ☐ No

Contractor Company: _____ License: _____

Contact Person: _____ Address: _____

City/State/Zip: _____ Work Phone: _____

Cell: _____ Email: _____

12 AMPLIFICATION USE

Will your event use amplified devices, microphones, speakers, instruments? ☐ Yes ☐ No

of Microphones _____ # of Speakers _____ # of Amplifiers _____ Other: _____

Purpose of Amplification: ☐ Announcements ☐ Ambience ☐ Concert ☐ Advertising

Location Description of Amplification Devices: _____

*Amplification utilized during the event shall comply with the noise standards set forth in Chapter 9.40 (Noise) and 13.28 (Sound Amplifying Devices) of the El Paso City code.

13 ANIMALS

Will your event feature animals? ☐ Yes ☐ No Type(s) of Animals: _____

How will the animals be used during the event? _____

Will on-site housing be provided? ☐ Yes ☐ No Describe Housing: _____

*Applicants are required to keep event footprint clean and free of animal excrement during the event.

14 FOOD SALES

Will the event feature food, beverage or merchandise vendors? ☐ Yes ☐ No

Approximate number of food locations: _____

Approximate number of beverage locations: _____

Approximate number of pre-packaged food locations: _____

Approximate number of exposed food locations: _____

15 INTERNET ACCESS

The City of El Paso may be able to provide wireless internet access during some events, including a secured connection for event functions (cashiering, communications, etc). If requested, please submit a site plan that indicates the area in which wifi is needed and specify any areas that may need a secured wifi connection.

Is Wireless Internet Access Needed? ☐ Yes ☐ No

SPECIAL EVENT NOTIFICATION AFFIDAVIT

Special Event Permit Application Notice of Proposed Closure Requirements

Pursuant to §13.38.040(D)(3) of the El Paso City Code, the special event permit applicant must provide proof that notice of the proposed closure has been issued to each affected person and neighborhood association, if applicable, whose boundaries are included within, either wholly or partially, or whose property abuts the proposed closure area. Such notice shall be provided on a form prescribed by the Permit Official containing the name and address of each affected person, and a space in which the affected person or authorized representative of the neighborhood association may indicate with an original signature whether the affected person or neighborhood association opposes the closure.

Notice may be provided using the City of El Paso notice form and mailed by the United States mail. The notice must state the type of event, the date(s) of the event, the location of the event, the specific street closures and the time the streets will be closed. The applicant for a special event permit shall provide written notice, at applicant's expense to all affected persons defined in 13.38.020(A) of the El Paso City Code as the property owner, property manager or tenant of each property abutting the portion of a public right-of-way to be closed, and to the City of El Paso Event Permit Coordinator at One-Stop-Shop, c/o Event Permit Coordinator, 811 Texas Ave., El Paso, TX 79901.

_____ Notice must be mailed out a minimum of 30 days prior to event date.
Date of Mail-Out

Event Holder is required to include the following language on the notice:

Failure of a property owner to return written comments within fourteen (14) days shall be considered as non-opposition to the proposed Special Event.

I certify that I have received the mailing list and have sent notification to all affected persons and neighborhood association included on the list on a form prescribed by the City as per §13.38.040(D)(3) of the El Paso City Code.

Applicant Signature

Print Name

Date

Office Use Only

Date Event Notification Received: _____ Reviewed by: _____

STATE OF TEXAS §
COUNTY OF EL PASO §

This instrument was acknowledged before me this _____ day of _____, 20_____.

My Commission Expires:

NOTARY PUBLIC, Signature

I understand that at least 50% of the estimate for City Services (excluding Parks), including Police and Cleaning, must be paid a minimum of 48 hours in advance of the event or prior to permit issue, or my event may be cancelled.

_____ (initials)

I understand that any estimate I am provided (excluding Parks) is only an approximation of the actual cost. I will be responsible for paying the full cost of the City Services provided to me, which may be higher than the estimates provided.

_____ (initials)

If requesting City Cleaning Services: I hereby request that the City of El Paso provide the cleaning as indicated above and as the City and its employees deem appropriate. I am obligated under the El Paso City Code to keep event areas clean of all litter and debris, whether caused by myself, participants, or spectators to the event. I agree to pay the City for the costs of such cleaning services when I am billed for such services.

_____ (initials)

Applicant will coordinate with applicable City Departments, state or federal agencies to obtain any necessary permits and approvals required for the proposed event and use of premises, including, but not limited to, sound amplification and the sale of alcoholic beverages.

RELEASE: In consideration of the permit for use of city streets, sidewalks, and other public places, it is understood that the applicant(s) contained herein do hereby release and discharge the City, its respective officers, directors, agents, and employees, jointly and severally, from any and all liability for illness, injuries, and damages that may be suffered which arise out of or result from participation in this event.

ACKNOWLEDGEMENT: I attest that this application is complete and accurate to the best of my knowledge. I understand that any inaccurate or incomplete information provided on this application may delay obtaining the Parade Permit.

Applicant Name _____ Signature _____

Date _____

OFFICE USE ONLY

Received/Paid

Accepted By: _____

APPLICATION SUBMITTAL FOR ALL TYPES OF EVENTS:

- *Submit your event application with a maximum of 180 days in advance
- *Submit your event application 30 days minimum prior to the event date, no exceptions
- *Application fee for all the events is non-refundable
- *If applying for an event for the first time, a letter of authorization from the organization is required giving you permission to pull out the permit for the organization

PARADE/ MOVING EVENT PERMIT:

- ☐ Completed application
- ☐ Pay the application fee at the time you submit your application \$66.00
- ☐ Route map
- ☐ Written route description
- ☐ If the event footprint includes private property, a letter of authorization from the property owner is required

TEMPORARY EVENT PERMIT:

- ☐ Event happens only in a residential zone
- ☐ Street closure lasts less than 24 hrs and it has no more than one block
- ☐ Completed application
- ☐ Pay the application fee at the time you submit your application \$66.00
- ☐ Site plan
- ☐ Traffic Control Plan
- ☐ If having alcohol, include TABC Temporary Event Permit
- ☐ If the event footprint includes private property, a letter of authorization from the property owner is required
- ☐ Notice of Proposed Closure with signatures of all the affected neighbors

SPECIAL EVENT PERMIT:

- ☐ Event can happen in a residential or commercial zone
- ☐ Street closure lasts more than 24 hrs and it has more than one block
- ☐ Completed application
- ☐ Pay the application fee at the time you submit your application \$373.00 (application fee is different in the Downtown area)
- ☐ Street Closure fee is \$55.00 per 12 hour period for residential zones, \$106 per 12 hour period for commercial/manufacturing zones
- ☐ Site plan
- ☐ Traffic Control Plan
- ☐ Certificate of Liability Insurance, the City of El Paso must be insured and must be the Certificate Holder
- ☐ If having alcohol, include TABC Temporary Event Permit
- ☐ If the event footprint includes private property, a letter of authorization from the property owner is required
- ☐ Notice of Proposed Closure mailout is required to be sent to neighbors, tenants, and property owners on the event footprint radio
- ☐ Notice of Proposed Closure Mailout Affidavit must be signed by the event applicant